

## CHAPTER 7.00 - BUSINESS SERVICES

### TRAVEL EXPENSE REIMBURSEMENT

7.24

- I. Travel expenses incurred by employees and Board members or other authorized persons involved in conducting Dale County Board of Education business may be reimbursed when authorized by the Superintendent or the Board.
- II. Dale County Board of Education Employees and Board Members may use a Board credit card for travel expenses incurred by employees and Board members or other authorized persons involved in conducting Dale County Board of Education business when the following criteria are met:
  - A. Must have a signed and approved "Credit Card Employee Agreement and Use Form" on file at Central Office.
  - B. Must follow all Credit Card Policies and Procedures when using Dale County Board of Education's Credit Card.
  - C. Must follow all documentation requirements for travel reimbursement.
- III. Dale County School System employees must receive approval in advance from the Superintendent or designee for travel.
- IV. Any person requesting reimbursement for travel expenses shall provide required documentation to include but not limit to itemized receipts, conference agendas, itemized lodging receipts, etc.
- V. All reimbursement requests are to be submitted within a reasonable time period of sixty (60) days of the date of travel.
- VI. All excess charges to Dale County Credit Cards or overpayments of reimbursements are to be returned to the Dale County Board of Education within 120 days from the date of excess use or overpayment.
- VII. Reimbursements shall be made in accordance with the following schedule:
  - A. Mileage: Mileage rate will be adjusted according to rate established by State Comptroller's Office.
  - B. Hotel/Motel Accommodations: Personnel will be reimbursed at the single room rate.
  - C. Personnel will be reimbursed actual meal cost up to a \$50 per day limit. Upon approval of the Superintendent, reimbursement for meals may exceed \$50 per day in certain high cost areas.
- VIII. Violation of this policy or falsification of required records shall be grounds for disciplinary action including dismissal.

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**STATUTORY AUTHORITY:**

**CODE OF ALABAMA  
16-1-30**

**LAW(S) IMPLEMENTED:**

**CODE OF ALABAMA  
16-1-16, 16-8-8, 16-11-9,  
16-12-1, 16-12-3(a)**

**ALABAMA ADMINISTRATIVE PROCEDURE ACT:** \_\_\_\_\_

**HISTORY:**

**ADOPTED: \_\_\_\_\_  
REVISION DATE(S): JULY 9, 2019  
FORMERLY: DJD**